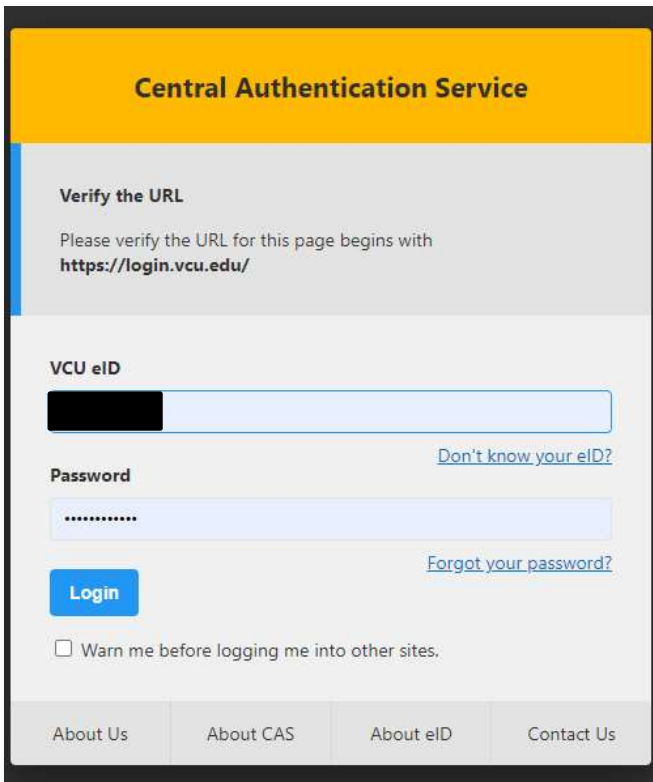


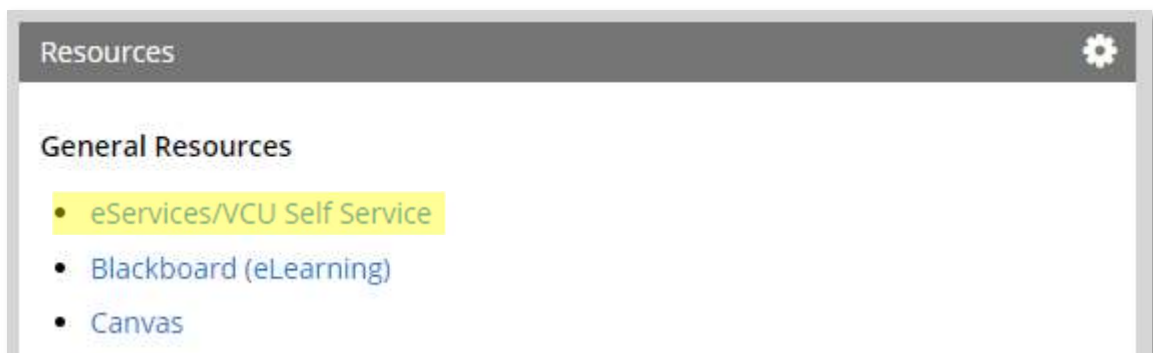
## Step By Step Instructions: Logging into Degree Works (for Students)

- Log into my.vcu.edu



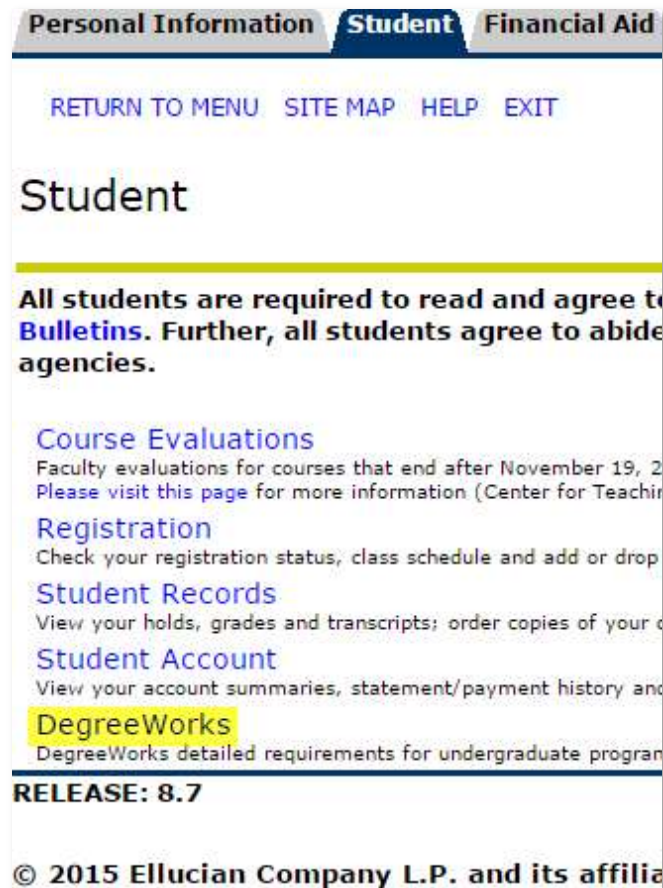
The screenshot shows the Central Authentication Service (CAS) login page. At the top, there is a yellow header with the text "Central Authentication Service". Below this, a grey box contains the instruction "Verify the URL" and a note: "Please verify the URL for this page begins with https://login.vcu.edu/". The main login area has a "VCU eID" field with a blacked-out input box and a "Password" field with a masked input box. There are links for "Don't know your eID?" and "Forgot your password?". A blue "Login" button is present, along with a checkbox for "Warn me before logging me into other sites." At the bottom, there are four links: "About Us", "About CAS", "About eID", and "Contact Us".

- On the right side of the screen there is a "Resources" section. Select eServices/VCU Self Service.



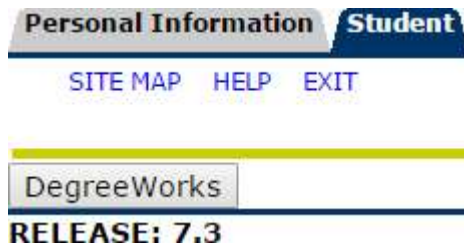
The screenshot shows a "Resources" section in a web application. The section is titled "Resources" and has a gear icon in the top right corner. Underneath, there is a "General Resources" heading. A list of resources is displayed, with "eServices/VCU Self Service" highlighted in yellow. Other resources listed are "Blackboard (eLearning)" and "Canvas".

- Once in eServices select the "Student" tab located at the top of the screen.
- Select the "DegreeWorks" option from those listed.



The screenshot shows a web interface with three tabs at the top: "Personal Information", "Student" (which is highlighted), and "Financial Aid". Below the tabs is a navigation bar with links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Student". A yellow horizontal line separates the heading from a notice: "All students are required to read and agree to **Bulletins**. Further, all students agree to abide by **agencies**." Below this are several service links: "Course Evaluations" (with a sub-link to a page for information), "Registration", "Student Records", "Student Account", and "DegreeWorks" (which is highlighted with a yellow background). Below the links is a "RELEASE: 8.7" section and a copyright notice: "© 2015 Ellucian Company L.P. and its affiliates".

- Click on "DegreeWorks".



- Degree Works will open in a separate tab or window in your browser, and will default to your academic audit.

A screenshot of the "Audits" page in the DegreeWorks system. The page title is "Audits" and it includes a refresh icon and a timestamp "Data refreshed 5/7/2020 3:03 AM". Below the title is a search bar with "Student ID" and a magnifying glass icon, followed by a redacted student ID. To the right of the search bar is a dropdown menu for "Degree" set to "Post-Baccalaureate Grad Cert". Below the search bar is an "Advanced search" section with several filters: "Level Graduate", "Classification Graduate Post-Bac Ce", "Major Non-profit Management", "Program Non-profit Management-CERT", "College LDWilder Govt &amp; Public Affairs", "Academic Standing Good Standing", "Cumulative GPA 3.472", "Matriculation Term CPG-NMC-X-Spring 2020", and "Effective Catalog CPG-NMC-X-Spring 2020". At the bottom of the page, there is an "Academic" tab and a "What-if" section. The "Academic" section includes a "Format" dropdown menu set to "Student View" and a "Degree progress" indicator showing "0%" with a circular progress bar and the word "Requirements" below it.